



EFFECTIVE DATE: CCI XXX.XX  
XX MONTH XXXX

---

**By Order of the Assistant Secretary for Health:**

**RANK First Name MI. Last Name**

---

**SUBJECT:** Title of Directive is written in Title Case and limited to 40 characters and follows the colon after two spaces.

1. **PURPOSE:** Informs the reader of the general purpose of the Instruction. Two spaces are inserted after each colon.
2. **APPLICABILITY:** Informs the reader to whom this Instruction applies.
  - 2-1. The period is followed by two spaces
    - a. The font is Arial and the point size is 10.
    - b. Each line is double spaced.
  - 2-2. Each subsequent Subsection is indented ½ inch.
3. **AUTHORITY:** Normally provides the U.S. Code or other applicable law or regulation pertaining to this Instruction and grants the authority to establish policy and management practices for this issuance.
  - 3-1. Do not include any specific names within the Instruction.
  - 3-2. Headers on subsequent pages include the CCD number, Short Title of the Instruction (no more than 40 characters) followed by the Day, MONTH and Year, (i.e., 12 OCTOBER 2006) in that order.
  - 3-3. Footers contain the page number without hyphens or periods.
  - 3-4. One inch margins surround the document.
  - 3-5. Paragraphs should not be split between pages.
4. **PROPONENT:** The proponent of this Instruction is the Assistant Secretary for Health (ASH). The responsibility for assuring the day-to-day management of the Commissioned Corps of the U.S. Public Health Service (Corps) is the Surgeon General (SG).

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) Subchapter XX.XX, INSTRUCTION XX, dated XX MONTH XXXX with amendments dated XX MONTH XXXX and XX MONTH XXXX. This issuance replaces the information from the previous INSTRUCTION of the CCPM, and creates a stand alone Instruction within the eCCIS.

SAMPLE

6. POLICY: This is a general section which explains the policy of the Corps. After Section 5 a page break is inserted.

6-1.

a. If a Subsection a. is used then a Subsection b. must be used as well.

b.

(1) Numbers in parenthesis are not followed by periods.

(2)

(a) Letters in parenthesis are not followed by periods.

(b)

(i) lower case roman numerals in parenthesis are then used

(ii)

6-2.

7. RESPONSIBILITIES: Indicates responsible office or position for the Instruction.

7-1. a 1/2 inch tab is inserted before the beginning of the sentence

7-2. XXXXXX

8. PROCEDURES: Explains specific procedures to be taken by appropriate agencies or individuals.

8-1.

8-2.

9. HISTORICAL NOTES: Displays historical information pertaining to this specific Instruction.

9-1. XXXXXX

9-2. XXXXXX

(Insert Page Break here if Instruction contains Appendices)

Appendix  
Title of Appendix (which is linked to the text)

All Appendices are listed alphabetically in sequence (i.e., A, B, C)

SAMPLE